

JOB DESCRIPTION FOR PROFESSIONAL POSTS

The following job description should be completed in duplicate and forwarded through your Departmental Administrative Officer to the Division of Personnel when (1) a classification review of an existing post is proposed, (2) a new post is established requiring classification and recruitment action, or (3) the duties of a post have changed significantly. Where there is an incumbent in the post, the description should be completed jointly by the incumbent and immediate supervisor. If the post is vacant, the immediate supervisor should complete the description. Considerable care should be given in completing the job description as it will serve as the primary source of information in evaluating the grade level of the post and in preparing the vacancy notice.

Part I. GENERAL DATA**1. This job description is being submitted for the purpose of:**

- a) Requesting a review of the classification
- b) Issuing a vacancy announcement
- c) Redescribing the duties of an existing post
- d) Other (please explain): **Junior Project Officer (JPO) recruitment**

2. Location of post:

- a) Department **Nuclear Sciences and Applications (NA)**
- b) Division
- c) Section **Office of the Deputy Director General**
- d) Unit

3. Functional title and current grade of post:**CCOG code:****4. Present incumbent's name:** N/A**Former incumbent's name:** N/A**If new post, please indicate date of establishment:** 2006**5. Incumbent's supervisor**

- a) Name **James M. Reed**
- b) Functional title **Programme Coordinator NA (PC-NA)**
- c) Grade **P5**

6. Date post was last reviewed: N/A

7. List the major changes in the duties of the post which have taken place since the last review. Note that existing posts will not be reviewed for reclassification purposes unless the duties and responsibilities have changed substantially since the current grading of the post was established and appear to be of a lasting nature. For reclassification procedures please refer to AM II/3, paragraphs 31-34.

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8. Please show under this item the organizational structure of the Division. This can be done easily by inserting in the blank boxes the appropriate information. The "organizational" chart should show specifically (a) where the post is located in the hierarchy of the Department, (b) who reports to the post holder, (c) to whom the post holder reports.

Department level:

Deputy Director General NA

Division level:

Section level:

PC-NA

Unit level:

JPO

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9. If applicable, please list characteristic quantitative data relevant to the post. For example, in the case of an Editor, the number of pages edited may be of relevance for determining time spent on a task.

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10. What are the main purposes (objectives) of the post? (Overall role/functions of the post with stress being placed on the more important aspects.)

>To assist the Programme Coordinator (PC-NA) in the efficient management of the office of the DDG-NA by coordinating inputs to documents for programme development and monitoring; programme reporting and review; assisting with the administration of the department's advisory group and drafting relevant papers; responsible for the central promotion of outreach activities, including the keeping up to date of the Department's website; developing (through consultants) approaches to socio-economic studies of the effectiveness of the Department's programmatic activities; assisting with the development of a strategy for intellectual property rights.

Part II. JOB DESCRIPTION

Guidelines for Preparation:

This form is intended to obtain information about the job and not about the individual who may occupy the job, although it may be difficult to separate the job from the incumbent. Supervisors should ensure that the form describes the characteristics of the job that needs to be done and not the characteristics of the person doing the job. It is suggested that the description of each major duty begin with an action verb.

READ THROUGH THE ENTIRE FORM BEFORE STARTING TO COMPLETE IT

1. Summarize the major duties and responsibilities of the position in order of importance and indicate in the margin the percentage of time spent on each (most jobs contain no more than 5 or 6 major responsibilities). First state what is being done, then how it is being done.

% of time: Duty/responsibility:

- | | |
|----|---|
| 45 | Organize inputs to the Annual Report; programme performance reviews; programme development documentation, and draft reports as necessary; |
| 20 | Review Department's outreach materials, including website information, and propose recommendations for improvements; |
| 15 | Prepare background information and logistics related to the Standing Advisory Group on Nuclear Applications (SAGNA), and drafting papers as necessary for its consideration; |
| 10 | Provide professional assistance to the PC-NA as required, particularly related to Intellectual Property Rights (IPR) and socio-economic assessments of the department's programmatic activities; |
| 10 | Other duties as assigned. |

2. What are the minimum knowledge requirements of the job? (These need not be equivalent to those of the present incumbent.)

Level and field of study of university degree (or the equivalent acquired through training or self-study)

First or second degree associated with science and technology

Minimum length and type of practical experience required:

- at national level

2 years

- at international level

Language(s):

English

- proficiency required

Excellent writing / drafting skills

- other languages preferred

3. Work Role: What does the job require the incumbent to do (i.e. describe the analysis, interpretation, adaptation, innovation, planning, co-ordination, and directing that the job requires)?

The incumbent would be expected to analyse issues and, with experience of Agency practices, provide reports to senior management

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4. What subject matter (diversity of work) does the job cover and what is the depth of treatment of the subject matter?

The incumbent should be able to understand the basics of nuclear and isotopic applications, and be able to describe the work in language understandable to non-nuclear persons

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5. Describe the control exercised or guidance given by the supervisor in terms of planning, controlling and reviewing the incumbent's work, e.g. how often do you meet, how are priorities handled, how is work achieved, how are instructions given.

The incumbent would at first work under close guidance by the PC-NA. As experience is gained the incumbent would be expected to use own judgement on certain issues. Contact with PC-NA and senior management would be on a daily basis.

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6. Indicate which regulations, manuals, precedents, policies, or other administrative and technical guidelines apply to the incumbent's work, and to what extent the incumbent is permitted to interpret, deviate from, or establish new guidelines:

>N/A

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7. With whom (indicate title only), for what purpose, and how often is the incumbent required to have contacts in the job? (Describe the most typical, not the most unusual, contacts, e.g. to obtain information, to seek funding, to commit the Agency on)

| | <u>Person(s) title</u> | <u>Purpose</u> | <u>How often?</u> |
|------------------|--|--|-------------------|
| Inside the IAEA | DDG-NA, PC-NA, Division Directors, other departments' staff | Normal coordination and management issues | Daily |
| Outside the IAEA | Consultants | Project work | As needed |

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8. Describe the most important type(s) of decisions the incumbent is authorized to take and why these are important:

N/A

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9. Describe the most important types of proposals expected of the incumbent in the job and why these are important:

>N/A

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10. Describe the most damaging involuntary error(s) that could be made in the work and the effect(s) that would result:

>N/A

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11. Total staff in organizational units supervised by incumbent. (Note: "supervised" means "held accountable for the work.") This is the only factor that is not applicable to all posts.

Professional and higher level staff
Grade level number

Technical and administrative support staff
Grade level number

This is an accurate and complete description of the details of the job.

Incumbent Date

Printed name: _____

Immediate Supervisor Date

Printed Name: _____

Division Director Date

Printed name: _____

Administrative Officer Date

Printed Name: _____

(Personnel - JD/P Apr. 1998)